
Indiana Housing Finance Authority
CHDO Works, Subrecipient Agreement & CDBG Planning Study
Implementation Manual

Chapter Summary

Chapter 1 *Introduction*

This chapter introduces the Implementation Manual. The procedures documented in this manual are required by HOME and CDBG regulations, related federal regulations, Indiana State Board of Accounts and IHFA.

Chapter 2 *Policy Requirements*

This chapter provides guidance on the IHFA Suspension Policy, Administrator Procurement, Loan Licensing, Loan Closings, 90-day Rule, 99-year Property Lease, CDBG Public Meetings, Match, Lease Language/Program Agreements, Backend Development Package, Manufactured Housing Policy, Grievance Procedures, and Subordination Policy.

Chapter 3 *Civil Rights (Fair Housing & Minority and Women Business Participation)*

This chapter outlines all of the required actions and the applicable Fair Housing regulations. The chapter provides guidance on the state and federal civil rights laws as applicable to the HOME and CDBG program. Information on how recipients are required to document their efforts to solicit minority and women business participation is also located in this chapter.

Chapter 4 *Conflict of Interest Prohibition*

This chapter provides guidance to recipients when conflicts of interest arise. This is a process required by IHFA for all possible conflicts of interest.

Chapter 5 *Procurement Procedures*

This chapter outlines requirements, which must be followed when procuring all materials, supplies, equipment, construction or professional services.

Chapter 6 *Drawing Funds*

The purpose of this chapter is to outline procedures for requesting payment of HOME and CDBG funds from IHFA and to provide instructions on the various financial forms and ledgers required to be submitted and maintained by all IHFA recipients.

Chapter 7 *Modification Procedures*

This chapter outlines the necessary steps for recipients to request a modification from IHFA. This may include a decrease in the amount of the award; change of award expiration date or reallocation of funds budgeted between approved activities.

Chapter 8 *Close-out Procedures*

When you are ready to draw the final funds remaining in an award, there are close-out documents that are required to be submitted with that final draw. This

chapter contains the paperwork and instructions for completing the required close-out documents.

Chapter 9 Program Monitoring and Audit

This chapter provides a listing of what recipients can expect at a monitoring. Also included is a recommended checklist for a recipient to self-monitor its program and award administrator and/or subrecipient.

Chapter 10 Definitions

This section contains defines frequently used terms in administering either the HOME, CDBG, or HTF program.